

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



AIR FORCE INSTRUCTION 14-105

AIR FORCE RESERVE COMMAND

Supplement 1

27 OCTOBER 2003

Intelligence

**UNIT INTELLIGENCE MISSION AND
RESPONSIBILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ AFRC/DOI (Maj Kenneth W. Hanson) Certified by: HQ AFRC/DOI (Col Nidia S. Carrero)
Supersedes AFI 14-105_AFRC Sup 1, Pages: 12
1 May 1999 Distribution: F

The OPR for this supplement is HQ AFRC/DOIT (Major Kenneth W. Hanson). This instruction is to be used in conjunction with AFPD 14-1, *Air Force Intelligence Planning and Operations*, HQ directives, and local guidance. This publication does not address missions and responsibilities of Air Force Intelligence groups and squadrons performing specialized intelligence functions.

This supplement implements and extends the guidance of Air Force Instruction (AFI) 14-105, 3 June 2002, ACC Supplement 1 to AFI 14-105, 28 Jan 2003, AMCI Supplement 1 to AFI 14-105, 28 May 02 and applies to all AFRC unit intelligence personnel prior to activation and mobilization. AFRC units should adhere to the operational guidance contained in the gaining Major Command (GMAJCOM) supplements. This document describes Air Force Reserve Command procedures to be used in conjunction with the basic instruction and GMAJCOM supplements to clarify, define, and standardize intelligence procedures and policies unique to the Air Force Reserve Command unit program. This document includes only those items specific to AFRC units. DO NOT discard the Air Force basic instruction.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates and provides Air Force Reserve Command implementation of the revised AFI 14-105, integrates changes resulting from AFRES becoming AFRC, the changes resulting from AFRC/IN becoming AFRC/DOI, as well as incorporating the guidance provided in the MAJCOM supplements.

1.1. **Mission.** The HQ AFRC intelligence mission is to train and manage the equipping of all intelligence professionals under the authority of AFRC, fully capable of seamlessly integrating into gaining major command (GMAJCOM), Air Force, Joint level and National Agency structures on activation and mobilization.

1.1.1.2. Assign the responsibility for conduct of staff assistance visits to subordinate units to the Gaining Numbered Air Force (GNAF)/Intelligence (IN) function.

1.1.1.2.1. (Added) HQ AFRC/DOI will provide manpower support for assistance visits when requested by GNAF/INs and when operationally feasible.

1.1.1.3. HQ AFRC/DOI is responsible for interfacing with the Air Staff and GMAJCOM Intelligence Directorates.

1.1.1.3.1. Units contacting their GMAJCOM and GNAF/AIS on policy guidance must include information copies of all communication to the AFRC NAF/INs and HQ AFRC/DOIO.

1.1.1.3.2.1. (Added) Informal contacts for routine procedural issue clarification and requests for intelligence from the GMAJCOM or GNAF/AIS need not include information copies to the NAF/IN or HQ AFRC/DOI.

1.1.1.3.2.2. (Added) Units will not respond to uncoordinated MAJCOM/GNAF reports or other tasking. A list of coordinated reports and other tasking is published in the AFRC Intelligence Almanac. Newly coordinated and one-time reports or taskings, not listed in the Almanac, will bear the *caveat* “*coordinated with HQ AFRC/DOI.*” Units will submit a copy of all GMAJCOM and GNAF/AIS reports to their AFRC NAF/IN and HQ AFRC/DOIO.

1.1.1.6. HQ AFRC/DOI advocates Air Staff and GMAJCOM timely fielding of automated intelligence systems, secure connectivity, and related training, to ensure AFRC units stay fully compatible with their active duty counterparts.

1.1.1.8. AFRC units will use guidance and processes for production requirements IAW AFI 14-201, *Intelligence Production and Applications* and DoD-0000-151C-YY, DoDIPP Production Procedures. For ACC gained AFRC units only: ACC IS/INUD is the focal point for the Department of Defense Intelligence Production Program (DODIPP) management for Air Combat Command.

1.1.1.10.1. (Added) HQ AFRC/DOI publishes Attachment 1 to this document providing units with guidance concerning compliance with HQ AFRC/IG unit compliance inspections (UCI). All units must be familiar with attachment 1 and coordinate with respective NAF/INs for additional Special Interest Items (SIIs).

1.1.1.11. HQ AFRC/DOI serves as the focal point for interface with the intelligence Individual Mobilization Augmentee (IMA) on issues pertaining to overall management and career progression of intelligence IMAs.

1.1.1.11.1. (Added) AFRC/DOI advises AFRC/DPXX (personnel readiness operations) of all individual intelligence Reservist tours using Reserve Personnel Appropriation (RPA Man-days) (other than unit resources) or active duty Military Personnel Appropriation (MPA Man-days).

1.1.1.12. HQ AFRC/DOI coordinates with HQ AF/XOI, GMAJCOM/INs and ANG/XOI (Air National Guard/Combat Operations and Intelligence) on policy issues relating to the operational readiness, training, and support to Air Force Reserve Command Unit and Individual Mobilization Augmentee (IMA) personnel. HQ AFRC/DOI will provide guidance to NAF/INs regarding applicable portions of GMAJCOMs' compliance and training documentation.

1.1.1.14. (Added) HQ AFRC/DOI provides an intelligence member as part of the “primary group” supporting any HQ AFRC command battle staff or crisis action team (CAT).

1.1.1.15. (Added) Provide oversight and vision regarding unit program expectations.

1.2.1. (Added) **NAF Intelligence Responsibilities** : The AFRC numbered air force (NAF)/INs are the AFRC focal points for all matters pertaining to AFRC unit intelligence and readiness. As the unit assistance focal point, AFRC NAF personnel coordinate with unit assistance personnel at ACC-gained NAF/Air Intelligence Squadron (GNAF/AIS), AMC, AFSPC, PACAF and AFSOC unit assistance branches. NAF/INs may authorize direct contact on a case-by-case basis.

1.2.1.1. (Added) Units contacting their GMAJCOM and/or GNAF/AIS for policy guidance must include information copies of all communications to the appropriate AFRC NAF/IN and to HQ AFRC/DOIO.

1.2.1.2. (Added) Units will not respond to uncoordinated GMAJCOM/GNAF reports or other tasking.

1.2.1.3. (Added) Informal contacts for procedural clarification and requests for intelligence from the GMAJCOM or GNAF/AIS need not include information copies to the NAF/IN or HQ AFRC/DOI.

1.2.1.4. (Added) NAF INs will oversee the overall OPERATIONS-INTELLIGENCE interface by conducting SAVS/RAVS/FAVS/DAVS prior to unit inspections from gaining MAJCOMs or upon request from the Wing Commander.

1.2.1.4.1. (Added) Assess subordinate unit self-assessment program to ensure it closely examines all intelligence operations and ensures intelligence operations and unit-tailored checklists are in compliance with gaining MAJCOM requirements. Deficiencies and recommended corrective actions will be documented in written reports.

1.2.1.4.2. (Added) Monitor subordinate unit information systems requirements and contingency intelligence network (CIN).

1.2.1.4.3. (Added) Conduct intelligence exercise planning for RAVs. Assist with subordinate unit operational exercises and pre-deployment contingency planning. Coordinate with units to provide any requested support for deployment.

1.2.1.4.4. (Added) Coordinate with GMAJCOMs on all matters pertaining to targeting, target materials programs, NIMA products and geospatial information products and services to meet OPLAN taskings.

1.2.1.4.5. (Added) Coordinate on intelligence systems support, oversees fielding and use of intelligence workstation, communications equipment, shelters or fixed facilities in CONUS or OCONUS.

1.2.1.5. (Added) Analyze, advocate and staff subordinate unit intelligence manning and manpower issues, including unit type codes and unit manning documents to identify shortfalls and to develop/identify intelligence manpower requirements to support new weapons systems and modify existing manpower commensurate with force structure changes. All manning and manpower issues will be coordinated with the HQ AFRC/DOIOX Planning Branch.

1.2.1.6. (Added) Coordinate with HQ AFRC/DOIOX on personnel resources to fill Aerospace Expeditionary Force (AEF) tasking requirements.

1.2.1.6.1. (Added) Develop an effective personnel-tracking system to foresee Air Reserve Technician (ART) and Traditional Reservist (T/R) gains/losses in subordinate units, to include advertising vacancies.

1.2.1.6.2. (Added) Identify critical manpower requirements or shortfalls through command, personnel and functional channels. Shortfalls affecting mission accomplishment must be identified as limiting factors through Status of Resource and Training System (SORTS).

1.2.1.7. (Added) Monitor subordinate unit wartime and operational readiness, training and manning through unit readiness reports to HQ AFRC Intelligence Office and Gaining MAJCOMs (GMAJCOMs).

1.2.1.7.1. (Added) Coordinate subordinate unit operational planning and tasking requirements to meet worldwide commitments. Coordinate systems support with communications personnel, ensure systems are deployable and beddown- bases are equipped and manned with proper communications equipment/ dedicated lines to service deployed equipment.

1.2.1.7.2. (Added) Liaise with communications personnel to ensure systems connectivity, equipment support and communications infrastructure exist in intelligence work centers, including locations for deployed squadrons.

1.2.1.7.3. (Added) Assist subordinate units in preparing for deployment ensuring they receive all required intelligence information, including combat assessment, reporting requirements, threat advisory, targeting support, evasion and recovery, mission planning materials and intelligence database information. Ensures scenarios test the entire contingency intelligence network by using realistic threat scenarios and inputs through automated intelligence systems.

1.2.1.7.4. (Added) Monitor SCI periodic reinvestigations for special purpose access eligibility through unit readiness reports and SAVs. Track and review production requirements from subordinate units to gaining MAJCOMs as directed by operational theater guidance until completion.

1.2.1.7.5. (Added) Track and review after action/lessons learned reports on intelligence support to various exercises and deployments for dissemination to subordinate units and HQ AFRC/DOI. Conduct SAVs to provide overall objective look at contingency procedures, internal and external training programs.

1.2.1.7.6. (Added) Review subordinate OPLANS, CONPLANS, Tactics, Techniques and Procedures (TTPs) and other taskings to identify mobility and intelligence information requirements.

1.2.1.8. (Added) Monitor internal and external intelligence training through the conduct of SAVS/RAVs/ FAVs/DAVs prior to unit inspections from GMAJCOMs or upon request from the WING/CC.

1.2.1.8.1. (Added) Assist HQ AFRC/DOI in establishing subordinate unit intelligence training policy and assist subordinate units in obtaining/developing required training that is not locally available. Monitor technical graduate evaluation programs, and validate quality reports.

1.2.1.8.2. (Added) Ensure subordinate unit intelligence personnel are kept abreast of changes in training requirements, crossflow and training opportunities/deficiencies.

1.2.1.8.3. (Added) Develop exercise objectives for exercise planning and scenarios for RAVs.

1.2.1.8.4. (Added) Submit requests for manpower support for RAVs to HQ AFRC/DOI.

1.2.1.8.5. (Added) Evaluate the overall effectiveness and documentation of initial, upgrade, and recurring qualification training.

1.2.1.8.6. (Added) Coordinate formal intelligence training requirements with HQ AFRC/DOIT staff.

1.2.1.8.7. (Added) Evaluate the annual training plan that details both internal and external training cycle, training methods, documentation procedures, certification, testing and trend analysis procedures.

1.2.1.9. (Added) Ensure subordinate units' compliance with intelligence oversight directives and policy.

1.2.1.10. (Added) Provide input to the MAJCOM Program Objectives Memorandum (POM) affecting intelligence resources and initiatives to implement plans, policies and programs.

1.2.1.10.1. (Added) Develop and manage NAF intelligence budget processes to ensure adequate funds and manpower are available to support the mission. Shortfalls that impact mission accomplishment will be identified as limiting factors (LIMFACs).

1.2.1.10.2. (Added) Provide input to HQ AFRC/DOI on GMAJCOM studies and evaluations of future requirements associated with war fighting systems and programs, and intelligence support to emerging weapons systems.

1.2.1.11. (Added) Deliver accurate and tailored intelligence as well as analytical support to the NAF/CC, senior staff, threat working groups, and subordinate units during exercises and contingencies.

1.2.1.11.1. (Added) Supports the Battle Staff, Crisis Action Team (CAT) and Threat Working Group (TWG) around the clock, around the world.

1.2.1.11.2. (Added) Provide Current Intelligence Briefings (CIB), anti-terrorism/force protection (AT/FP) briefings and special topics to Commander and staff.

1.2.1.11.3. (Added) Liaise with base SF and OSI and participate in Threat Working Group on AT/FP matters.

1.3.1. (Added) **Wing Intelligence Responsibilities:** The wing SIO is responsible for implementing the wing intelligence program within the wing and corresponding aviation package, and supplementing this program as required, to meet customer requirements within the squadron/aviation package.

1.3.1.1. (Added) Validate all subordinate unit intelligence resource requirements.

1.3.1.2. (Added) Oversee career progression and training for all intelligence personnel.

1.3.1.3. (Added) As functional manager, allocate, assign, and manage all intelligence personnel resources within the wing/group, to include exercise and/or contingency tasking.

1.3.1.4. (Added) Review all intelligence OPR/EPRs and decorations produced within the wing/group before they go final to ensure they properly reflect the duties of the intelligence professional.

1.3.1.5. (Added) Coordinate on all wing/group policies affecting intelligence.

1.3.1.6. (Added) Designate personnel to participate in unit tactical deception planning IAW AFI 10-704, (Military Deception Program).

1.3.1.7. (Added) The unit SIO ensures intelligence support to the appropriate wing Battle Staff or Crisis Action Team (CAT).

1.3.1.7.1. (Added) Assign an intelligence member to support the wing Battle Staff or Crisis Action Team.

1.3.1.7.2. (Added) Analyze all incoming information for impact on the unit mission.

Rapidly disseminate significant and critical intelligence to battlestaff, aircrews, mission planning personnel, subordinate and lateral units, higher headquarters, and other appropriate agencies.

1.3.1.7.3. (Added) Monitor unit tasking and OPLANs/CONPLANs, and advise intelligence personnel of significant changes and their impact.

1.3.1.7.4. (Added) Ensure all unit plans are reviewed at least annually and write intelligence annexes to ensure all intelligence support and information requirements are identified.

1.3.1.7.5. (Added) Ensure adequate mobility planning and preparedness for Operations Support Squadron/Operations Support Flight OSS/OSF (spell out) intelligence activities and personnel. Coordinate with

operational squadron intelligence personnel to ensure intelligence support at deployed locations meets requirements and minimizes duplication of effort.

NOTE: For the purpose of this instruction, reception includes activities directly related to making preparations for integrating additional units/personnel arriving as a result of mission tasking.

1.3.1.7.6. (Added) Establish and provide oversight of the wing/group internal and external intelligence training program.

1.3.1.7.7. (Added) Manage wing/group SCI security program, as applicable.

1.3.1.7.8. (Added) Actively solicit feedback from wing/group and subordinate commanders to improve intelligence support processes.

1.3.1.7.9. (Added) Solicit squadron intelligence feedback, where applicable. Establish an active visitation program to squadron intelligence work centers to ensure their concerns are being addressed.

1.3.1.7.10. (Added) Monitor the peacetime flying schedule and changes, as they occur, to ensure required intelligence is provided.

1.3.1.7.11. (Added) Manage wing/group Production Requirement (PR) and Request For Information (RFI) programs IAW Department of Defense Intelligence Production Program (DoDIPP) and MAJ-COM/theater guidance, as appropriate.

1.3.1.7.12. (Added) Exhaust internal resources to accomplish intelligence support functions before forwarding requirements to outside agencies.

1.3.1.7.13. (Added) Provide intelligence for local and deployed security missions through coordination with local Security Police, Office of Special Investigations, Special Security Office personnel, and the wing/group/installation Force Protection Working Group.

1.3.1.7.14. (Added) Develop and implement an intelligence unit self-assessment program.

1.3.1.7.15. (Added) Standardize intelligence procedures and processes (briefings, situation displays, etc.) throughout the wing/group to the fullest extent possible.

1.3.1.7.16. (Added) Participate in unit certification boards, verification boards, Weapons and Tactics Boards, etc., as applicable.

2.1.1. NAF/INs will ensure units' compliance with applicable portions of GMAJCOM training plans and other applicable documentation, primarily by means of the Readiness Assistance Visits (RAVs).

2.1.1.3. (Added) HQ AFRC/DOIT solicits and consolidates formal/special training requirements for all assigned and attached intelligence personnel.

2.1.1.4. (Added) AFRC intelligence sections submit formal AFSC intelligence training requirements to their unit training office with an information copy to HQ AFRC/ IFM.

2.1.2.1. Formal aircrew intelligence training (AIT) documentation is mandatory per AFI 14-105. Units may choose the tool or tools to evaluate the effectiveness and quality of instruction and to document common weak areas. Testing is not mandated for supported non-aircrew activities and individuals, such as deploying troops.

2.2.2.4. "Wing/Group SIOs will ensure that AFRC intelligence units:

2.2.2.4.1. (Added) Appoint an internal training program manager to oversee program execution and to monitor individual training accomplishment.

2.2.2.4.2. (Added) Develop operating instructions (OIs) which specify procedures for the conduct and documentation of the internal intelligence training program.

2.2.2.4.3. (Added) Obtain a copy of AFI 36-2201, (Developing, Managing and Conducting Training), the Career Field Education and Training Plan (CFETP) for the corresponding career field and MAJCOM directives, as applicable.

2.2.2.5. Wing/Group SIOs will use the following priorities in allocating individual training time:

2.2.2.5.1. Intelligence Oversight Training, UCMJ, and other training mandated by public law.

2.2.2.5.2. Training necessary for the individual to perform AFSC-duties in an operational environment.

2.2.2.5.3. Training necessary for the individual to perform other duties prescribed by their AFSC.

2.2.2.6. **Other Training** . Ensure wing/group operating instructions and/or procedures are developed which outline how to conduct and document the internal intelligence training program, IAW AFI 36-2201, (Developing, Managing and Conducting Training), the Career Field Education and Training Plan for the corresponding career field and MAJCOM directives, as applicable.

2.4.1.1. HQ AFRC/DOI, Intelligence Functional Manager (IFM) (school's point of contact) coordinates, forecasts, and manages all unit program AFSC school tour requirements.

2.4.1.1.1. (Added) Prior coordination with HQ AFRC/DOI is necessary to avoid conflict due to quota restrictions.

2.4.1.3. (Added) HQ AFRC/DOI coordinates with GMAJCOMs and the Air Education and Training Command (AETC) to ensure training programs consider unique abilities of reservists, the availability of reservists for attendance at training and challenges of the individual reservists.

2.4.1.4. (Added) HQ AFRC/DOI coordinates with Air Staff, GMAJCOMs and AETC on matters related to Advanced Distance Learning (ADL) initiatives. **Attachment 2 (Added)** specifically addresses AFRC/DOI ADL initiatives.

2.4.1.4.1. (Added) HQ AFRC developed the Modular Intelligence Training Course (MITC) to better address the intelligence training requirements for AFRC IMAs and unit personnel. The MITC is an Advanced Distance Learning (ADL) initiative providing an alternate method for award of intelligence AFSCs. Officer or enlisted entry into MITC is governed through use of the DP Training Waiver process addressed in AFI 36-2201, Volume 5. Please see appendix A to this instruction for specific guidance on MITC.

2.4.1.5. (Added) See AFI 36-2209, AFRC Supplement 1, for AFRC procedures intelligence personnel must use to apply for SV-80-A or other similar courses. Traditional reservists submit training request via AF 101 and air reserve technicians submit DD-1556s.

2.5.1. (Added) HQ AFRC intelligence units should contact AFRC/DOI for Intelligence Oversight guidance vice GMAJCOMs, while not mobilized.

2.5.1.1. (Added) AFRC/DOIO develops an AFRC Unit Compliance Inspection Guide for Intelligence Oversight. AFRC/IG distributes this guide and performs Command Intelligence Oversight Inspections using the items in this Guide.

2.5.2. (Added) AFRC/DOIO develops and distributes Intelligence Oversight briefings and training materials that address AFRC Intelligence Oversight concerns and meet all requirements for initial and refresher Intelligence Oversight training.

2.5.3. (Added) Direct Intelligence Oversight questions and violations to AFRC/DOIO and/or AFRC/IG, as appropriate.

2.6. **Mission Essential Ground Personnel (MEGP).** The Operations Group Commander, in conjunction with the wing/group SIO, will develop an MEGP program, IAW governing MAJCOM directives that ensures intelligence personnel are able to maximize MEGP status to gain an understanding of assigned weapon systems.

2.7. (Added) **Individual Mobilization Augmentee (IMA) Training and Utilization.**

2.7.1. (Added) Intelligence individual mobilization augmentees (IMA) may perform support and training activities at AFRC units, providing the duty is mutually beneficial to the IMA and the AFRC unit, and the activity does not displace any unit intelligence training opportunity. Further, with the agreement of the IMA GMAJCOM (unit of assignment), IMAs may be attached for training to AFRC units. Such training arrangements are contingent on concurrence by HQ AFRC/DOI, the IMAs unit of assignment, and the AFRC unit where the duty is performed.

2.7.3. (Added) AFRC unit reservists may perform support and training activities at joint facilities, such as Joint Reserve Intelligence Centers (JRIC), providing the duty is beneficial to the AFRC unit and member.

2.7.4. (Added) AFRC unit reservists should conduct annual Operations Security (OPSEC) Awareness and Education. Ensure Critical Information Lists (CILs) are readily accessible to all intelligence personnel.

3.1.1. **MAJCOM Responsibilities.** HQ AFRC/DOI subordinate units adhere to the deployment requirements of their gaining MAJCOM (GMAJCOM). Should conflicts or difficulties arise, unit personnel should contact their NAF/IN. NAF/INs will determine if HQ AFRC/DOI involvement in the matters is warranted.

3.1.2.2. HQ AFRC/DOI subordinate units identify unit manning document list (UMDL) and unit type code (UTC) manpower and equipment shortfalls to their Wing/CC, unit XP, the operations group commander (OG/CC), the OSS/OSF commander, and (if applicable) the flying squadron commander. Information copies to the HQ AFRC/DOI and GNAF/IN are required. Direct individual assignment issues to HQ AFRC/DOIO with information copies to the AFRC NAF/IN.

3.3.2.4. AFRC members with intelligence AFSCs must maintain the appropriate clearances for SCI eligibility.

3.3.2.5. Appoint an Intelligence Mobility Manager for the unit to manage the preparation, generation, and deployment of all the unit's intelligence UTCs. The Intelligence Mobility Manager develops written guidance on executing the program to ensure customer requirements are met. The Intelligence Mobility Manager maintains a list of personnel and equipment assigned to each Intel UTC within the unit. Lists provided by XP or other agencies are sufficient for this purpose.

3.3.2.8. AFRC intelligence sections use GMAJCOM procedures to fulfill GI&S requirements. No information copies of requests need to be forwarded to AFRC NAFs or HQ AFRC/DOI.

4.4. **Evasion and Recovery (E&R).** The wing SIO appoints an E&R manager from the intelligence shop to manage all phases of intelligence support to E&R within the wing. This individual develops written

guidance on executing the program to ensure customer requirements are met. Individual will work with the life support and/or ITX personnel to conduct the wing or unit E/R program. Ideally, the intelligence individual will be a graduate of SV-80A or scheduled to attend SV-80A, or other recognized Evasion and Recovery programs, as determined by the Joint Personnel Recovery Agency (JPRA).

4.7.1. (Added) In AFRC intelligence units, the incumbent senior ranking officer holding the Lt Col billet (where authorized) is designated the senior intelligence officer (SIO) for the purpose of complying with this instruction. When the SIO traditional reservist, and the Air Reserve technician (ART) officer are of equal grade, the ART will be designated the wing SIO. The ART Intelligence NCO functions as squadron Intelligence NCOIC.

Attachment 2 (Added)**UNIT COMPLIANCE INSPECTION (UCI) CHECKLIST****(ALL items are core compliance items)**

1. UCI Core Compliance Items					
			YES	NO	N/A
1.1.		Is the Wing/Unit in compliance with all aspects of the AFRC Intelligence Oversight (IO) program (IO checklists can be found on the AFRC/IG Web page)?			
1.2.		Is the Wing/Unit in compliance with internal training documentation as delineated in AFI 14-105, paragraphs 2.2. and 2.3?			
1.3.		Does the Wing/Unit coordinate with respective NAF/DOI prior to Unit Compliance Inspection (UCIs) conducted by HQ AFRC/IG for changes to inspection items and/or Special Interest Items (SIIs)?			

Attachment 3

AFRC/DOI ADVANCED DISTRIBUTED LEARNING (ADL) COURSES PROCESSES

A3.1. (Added) Purpose: Provide guidance concerning Advanced Distributed Learning (ADL) courses offered by AFRC/DOI.

A3.2. (Added) Modular Intelligence Training Course (MITC) Overview. MITC is an Air Staff approved, AETC-reviewed intelligence training course developed by Headquarters Air Force Reserve Command (AFRC), Intelligence Division (DOI) to provide an alternate intelligence training forum for Air Force and Air Reserve Component intelligence personnel, currently in the 14N and 1N0 Air Force Specialties. The MITC fulfills the requirement to provide an alternative to the in-residence intelligence training courses at Goodfellow AFB (GAFB) for individuals meeting HQ AF/XOI established criteria which is delineated in paragraph 2.2.1.3 below. The MITC does **NOT** replace GAFB in-residence training; rather, it affords an alternative method for accomplishment of the education.

A3.2.1. (Added) HQ AFRC/DOI does not waive intelligence AFSC training. The MITC is not a waiver of training. It is an alternate method of AFSC-awarding training. The completion of entry-level training is the requirement for the award of the AFSC. Nonetheless, any enrollee in MITC must obtain a waiver of training from Air Staff using the established DP waiver process.

A3.2.2. (Added) The process for enrollment in MITC follows:

A3.2.2.1. (Added) Information on the MITC enrollment process is located at the following URL:

<http://etca.randolph.af.mil/>

A3.2.2.1.1. (Added) The following items are prerequisites to enrollment in MITC:

A3.2.2.1.2. (Added) Candidate must be assigned to the 1N0 or 14N AFSC position to be eligible for MITC.

A3.2.2.1.2.1. (Added) Candidate must have prior intelligence-related AFSC and/or experience in at least one of the Intelligence Core Competencies before assignment to the intelligence billet.

A3.2.2.1.2.2. (Added) Prior to beginning the enrollment process, candidate must contact their Senior Intelligence Officer (SIO) to receive required instructions for the Skills Assessment Review and Pre-Qualification Process.

A3.2.2.1.3. (Added) Approval for course requires a student Pre-Qualification application documenting prior intelligence and/or operational experience in at least one of the Five Intelligence Core Competencies:

A3.2.2.1.3.1. (Intelligence Preparation of the Battlespace (IPB)/Predictive Battlespace Awareness (PBA).

A3.2.2.1.3.2. Targeting

A3.2.2.1.3.3. Air Operations Center (AOC) Operations

A3.2.1.3.4. Intelligence, Surveillance and Reconnaissance (ISR) Management

A3.2.1.3.5. Force Protection (FP). Current guidance and documentation dictates that all experience must be gained by the student prior to assignment in the intelligence AFSC. Please refer to AFMAN 36-8001, Chapter 6. The student application is submitted for approval through the AFSC Skills Assessment Review

and Pre-Qualification Process. If prerequisites are not met, member will be required to attend the AFSC in-residence course.

A3.2.1.4. (Added) All non-prior service personnel are required to complete the 1N031 or 14N1 in-residence course at Goodfellow AFB.

A3.2.1.5. (Added) A mandatory waiver request is initiated by the student and approved by the Senior Intelligence Officer (SIO) *through AF/DP channels*. The waiver package follows a dual track through DP channels and through IN channels.

A3.2.1.5.1. (Added) The following depicts the routing path for the waiver package

A3.2.1.5.1.1. Member initiates waiver package

A3.2.1.5.1.2. SIO approves package

A3.2.1.5.1.3. Package is delivered to unit/wing DP office for forwarding to NAF/DP office. NAF/DP coordinates the package with the NAF/IN office for approval.

A3.2.1.5.1.4. Package forwarded to HQ AFRC/DP. HQ AFRC/DP coordinates package with HQ AFRC/IFM.

A3.2.1.5.1.5. HQ AFRC/IFM calls a waiver review board meeting to review the package and provides recommendation for approval or disapproval.

A3.2.1.5.1.6. Officer packages receive final approval from Air Staff. Enlisted packages receive final approval from HQ AFRC/IFM.

A3.2.1.5.2. (Added) HQ AFRC DOIT and IFM monitor Air Staff action and keep the applicable NAF/IN informed of package disposition.

JAMES E. SHERRARD III, Lt General, USAF
Commander